



Reference: Quarterly Returns for 2015
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CIRCULAR 3 OF 2016: QUARTERLY STATUTORY RETURNS FOR THE PERIOD ENDING 31 DECEMBER 2015

The Council for Medical Schemes (CMS) would like to inform all Principal Officers and users of the 2015 quarterly statutory return that the online system will be available on our website from 15 January 2016 for the submission of Quarter 4 of 2015 (www.medicalschemes.com).

The following signed documentation must be physically submitted to the CMS by no later than 12 February 2016 to ensure a complete submission:

- Two (2) quarterly return documents – indicating “Final DD/MM/YYYY”;
- Two (2) sets of monthly management accounts; and
- Detailed investment schedules, including a breakdown of all the underlying assets per institution. The detailed investment schedules must reconcile back to the third party investment statements; copies of which must also be included in the submission. Please also refer to Circular 7 of 2005 in this regard.

Circular 27 of 2014 refers - Schemes should notify the CMS of any changes in Part 1 when they take place. Schemes will be given 3 weeks from date of going live in which to verify/request changes to Part 1. The deadline for Part 1 changes for the fourth quarter of 2015 is 05 February 2016.

The Principal Officer, Chairperson, and one other trustee signatory in terms of Section 39 of the Medical Schemes Act 131 of 1998 (Act) must sign these documents. The investment schedules should be signed off by the Principal Officer. Please note that the CMS will regard the submission of the 2015 quarterly statutory return documentation as incomplete if any of the documents are not signed as required.

Your attention is drawn to the provisions of Section 66(3) of the Act in terms of which any medical scheme which fails to furnish the Registrar of Medical Schemes with the prescribed documentation shall be liable to a penalty of R1 000.00 (one thousand Rand) for every day on which the failure to comply continues.

Your cooperation will be highly appreciated.

A handwritten signature in black ink, appearing to read 'Maziya', written in a cursive style.

Tebogo Maziya
General Manager: Financial Supervision Unit
Council for Medical Schemes